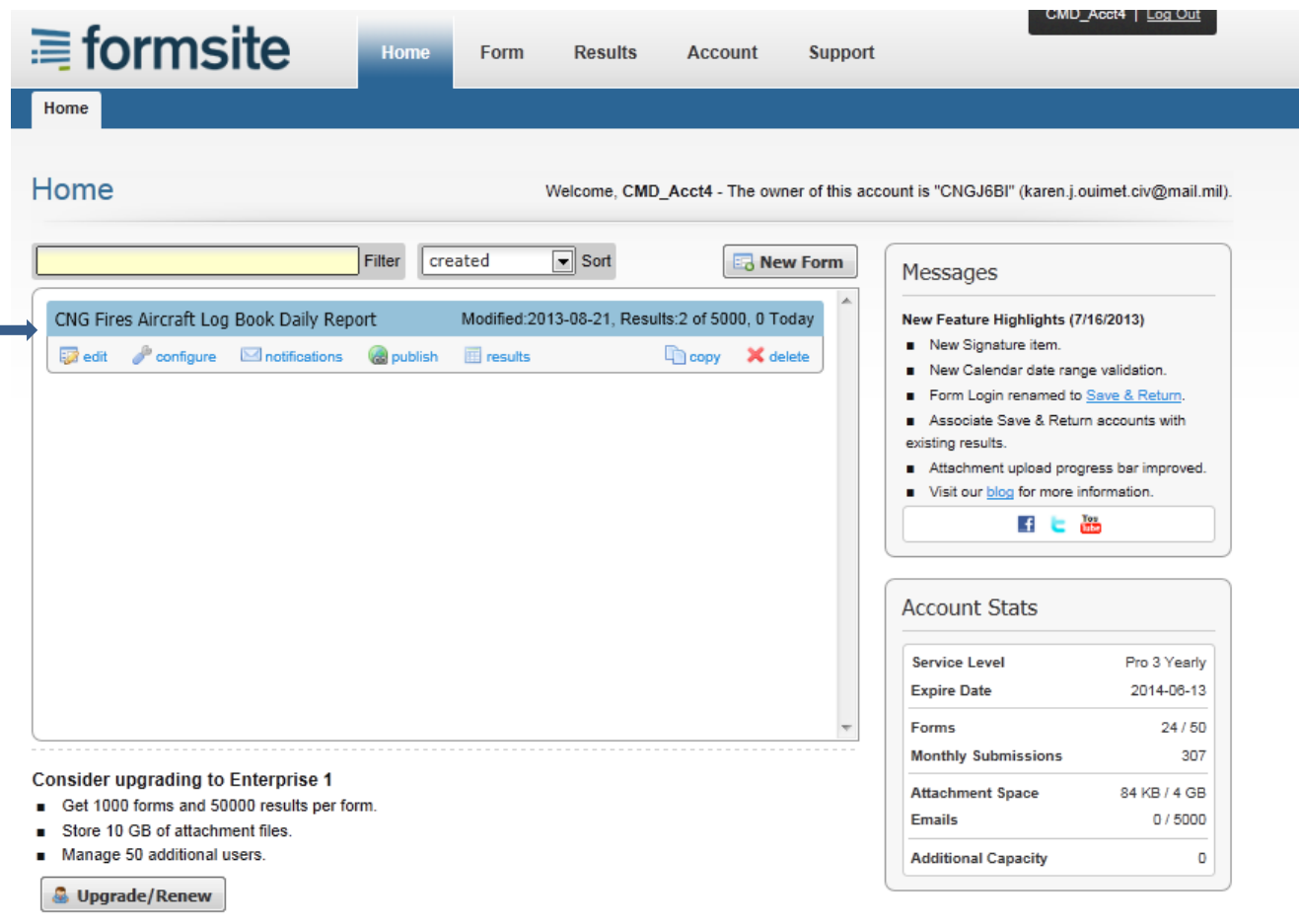


Overview of pulling formsite.com reports in excel

1. Access the formsite.com site at: <https://fs3.formsite.com/CAMilDept/login.html>
Contact the J6 BI team member Karen Ouimet for password and login permissions.
karen.j.ouimet.civ@mail.mil
2. Only the reports that the user has permissions to edit will be available



formsite

Home Form Results Account Support

Home

Welcome, CMD_Acct4 - The owner of this account is "CNGJ6BI" (karen.j.ouimet.civ@mail.mil).

Filter created Sort New Form

CNG Fires Aircraft Log Book Daily Report Modified:2013-08-21, Results:2 of 5000, 0 Today

edit configure notifications publish results copy delete

Messages

New Feature Highlights (7/16/2013)

- New Signature item.
- New Calendar date range validation.
- Form Login renamed to [Save & Return](#).
- Associate Save & Return accounts with existing results.
- Attachment upload progress bar improved.
- Visit our [blog](#) for more information.

Account Stats

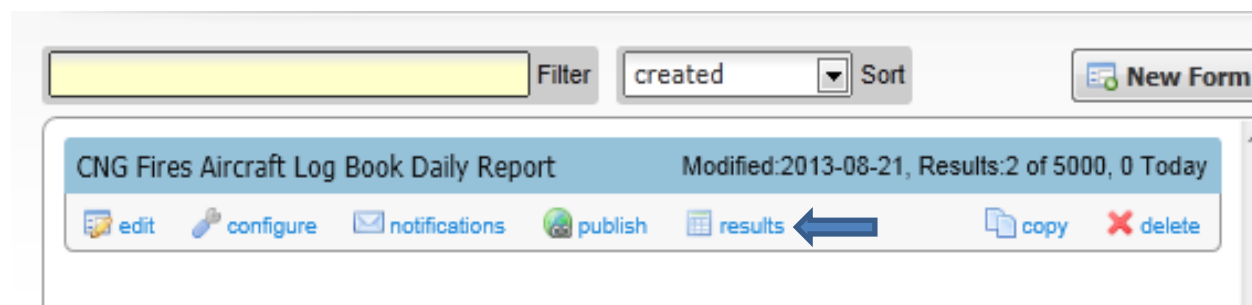
Service Level	Pro 3 Yearly
Expire Date	2014-06-13
Forms	24 / 50
Monthly Submissions	307
Attachment Space	84 KB / 4 GB
Emails	0 / 5000
Additional Capacity	0

Consider upgrading to Enterprise 1

- Get 1000 forms and 50000 results per form.
- Store 10 GB of attachment files.
- Manage 50 additional users.

Upgrade/Renew

3. Click the 'results' icon



Filter created Sort New Form

CNG Fires Aircraft Log Book Daily Report Modified:2013-08-21, Results:2 of 5000, 0 Today

edit configure notifications publish results copy delete

8. Export window will open

Export

Export results from this form for import into a spreadsheet program, such as MS Excel, or to save outside of your account.

Results


Attachments

Results

Results Format:

☒ Summary
☐ Detail
☐ FormSite.com Import (Backup)
☐ PDF


Data Delimiter:

☒ Excel 
☐ Tab-Separated
☐ Comma-Separated
☐ Custom

Results That Will Be Exported:
2 (all)


☐ Restrict By Date

Results View:

All Items + Statistics 


[Results Views](#)
The View to apply to the exported results.

Results Filter:

No Filter 

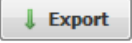
[Results Filters](#)
The Filter to apply to the exported results.

Custom Labels:

Item Text 

[Custom Labels](#)
The Custom Labels to apply to the exported results.

Data Delivery:
☒ I'll Wait (about 5 seconds per 100 results)
☐ Email me at this address:

 Export

Tips

- To export your results in the format necessary to import them later, select the "FormSite.com Import (Backup)" format. The exported file would be a Comma-Separated(.CSV) file. Save the edited file in .CSV format and [Upload here](#).
- The Summary format will have one column for each form item. The Detail format will have one column for each form item and possible answer.
- Use the [Scheduled Exports](#) page to automate Exports.

Note: user can determine the Data Delimiter, result view and email themselves the spreadsheet.